

Office of Security

Trends and Highlights

JANUARY

1975

P M

DIRECTORATE

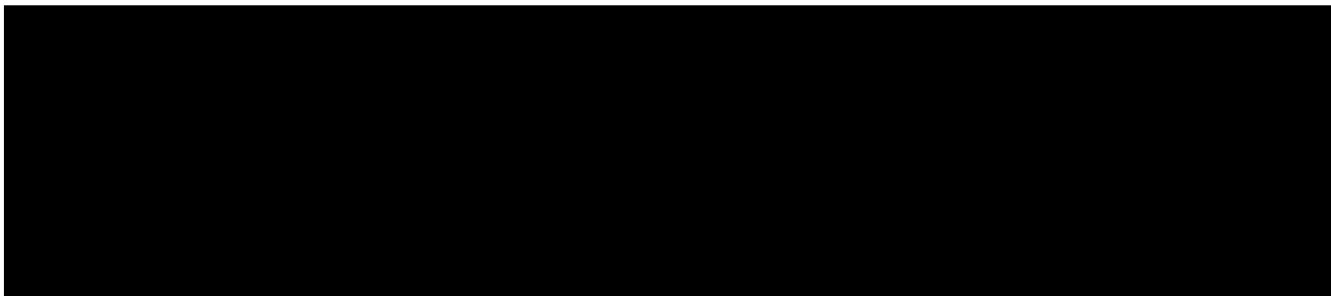
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11 FEB 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

SUBJECT : A&TD Monthly Report Submission
January 1975

1. With the exception of several pending items, the PMCD survey has been completed and the new table of organization will be reflected in the Position Control Register of 1 March 1975.



3. Requirements for the Summer-Only Program were forwarded to the Office of Personnel during the month. The Office of Security is requesting assignment of 24 summer employees this year.

4. Our annual Personal Rank Assignment report, due at the beginning of the calendar year, was forwarded to the Director of Personnel on 17 January 1975. As of 31 December 1974 a total of eleven Security careerists occupied positions classified at grades below that of the incumbents. Four of these are assigned to the OS T/O and seven occupy positions on other Tables of Organization. In addition, two non-OS careerists on rotational training assignments occupy OS positions on a PRA basis.



STATINTL

Chief, Administration and
Training Division

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INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - January 1975

HIGHLIGHTS

STATINTL 1. Members of the Information Systems Security Group met in conference [REDACTED] from 22-24 January 1975. The purpose of this conference was to determine what had been accomplished, what is now being done, and where the Information Systems Security Group should direct its efforts in the future. The highlight of the conference was a discussion between the Director of Security, the Director of Joint Computer Support and members of the Information Systems Security Group.

2. The inventory of Top Secret documents in the Office of Security continued during the month; however, several components in the Office of Security have not responded to this requirement due to the priority of reviewing CIA files for the Presidential Commission.

3. A member of the Information Systems Security Group gave a briefing on computer security at the Office of Joint Computer Support's EDP Orientation Course.

4. In response to Office of Research and Development request, the Information Systems Security Group submitted five proposed areas for that office to direct its research efforts for the period of Fiscal Years 1977-1981 in the computer security field.

5. The final draft of the "Intelligence Community Policy for the Security of Computer Operations", developed by the Computer Security Subcommittee, was forwarded to the Chairman of the United States Intelligence Board Security Committee for subsequent coordination throughout the Intelligence Community.

6. A member of the Information Systems Security Group attended a two-week course entitled "Introduction to Computer Technology" at the Department of Defense Computer Institute.

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7. The Information Systems Security Group has purchased through S/T Videocassette Duplicating Corporation videotapes produced by the State of Illinois under the recent IBM study of security in computer systems. It is the intention to use these tapes for computer security briefings throughout CIA.

8. A member of the Information Systems Security Group visited a contractor site operating under the auspices of Special Projects Staff to review the security features of the ADP processing of Agency materials. A report was forwarded to the Chief, Security Staff, Special Projects Staff, on this survey which included several recommendations for enhancing the security of this operation.

ANALYSIS

As anticipated, the month of January resulted in an increase in the activity of the Information Systems Security Group from the standpoint of an increase in the number of new cases received and involvement with other Agency components.

TRENDS

The Information Systems Security Group is continuing to develop a program of briefings to make Agency computer users more aware of the security problems involved in ADP. This program will be enhanced by the purchase of the State of Illinois videotapes previously mentioned.

STATISTICS

Cases pending 30 December	30
Cases opened during January	56
Cases closed during January	51
Cases cancelled during January	4
Cases pending 31 January	31

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POLICY AND PLANS GROUP

Trends and Highlights

January 1975

1. A review of 154 Top Secret documents was made, the majority of which were originated in the 1950's. It was recommended that 53 be destroyed, 75 downgraded and retained, 10 referred to other components and 16 be retained in the Top Secret classification category.

2. A review of the Office of Security's Suggestion and Invention Awards Program was completed. This study indicated that while the Office of Security's contribution to this program in the past compares well with other DDA Offices, it can be improved with better employee motivation. The study then suggested nine ways to achieve heightened employee motivation

3. Responsibility for providing a member and alternate member to the Board of Review for the Settlement of Shortages and Losses was transferred from the Policy and Plans Group to Security Support Division.

4. Proposed user requirements for a Community Wide Assisted Intelligence Compartmentation Control System was partially completed in that User requirements have been formulated and presented to the Office of Joint Computer Support, CIA and to the Computer Division, DOD for feasibility studies to determine the cost effectiveness of the concept. The security officers of the DDI, DDO and DDS&T were also requested to obtain assessments of the concept to determine whether their Directorates could participate in such an Intelligence Compartmentation Control System.

5. The new amendments to the Freedom of Information Act have caused considerable expenditure in manpower in establishing policy and procedures for processing requests for information and for the processing of actual requests. Twenty-four requests were processed during the month, some of which required extensive documentation and record support. Approximately 60 man hours were expended on FOIA activities this month.

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5 FEB 1975

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT : Work Measurement Data of the Security
Records Division (SRD)

1. Attached is a copy of the SRD work measurement statistical report of FY1975 covering the period through 31 January 1975.
2. A comparison of the January 1975 statistics with those of January 1974 reveals:
 - a. Minor decreases in Case Processing, Communications, Case Analysis, and Information Processing activities;
 - b. Noticeable decreases in Filing and Outside Agency Name Check activities;
 - c. A significant decrease in Indices activities, however, this is a return to a normal workload following the removal of large groups of names from the Indices last year;
 - d. Minor increases in Computer Support and Files Retirement activities; and
 - e. Substantial increases in Microfiche and Compartmented Information activities. The low production in Microfiche activities in January 1974 was due to the move of the Microfiche and Retirement Branch from the ground floor to the fourth floor during which the NCR Step-and-Repeat Camera was not operated for a two week period and a change in procedures, i.e.; filming files in Headquarters rather than retired files. The increase in

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Compartmented Information activities this past month resulted from the removal of the IDEALIST Clearances from the SPECLE system.

3. During this past month there was a concerted effort to clean up the OSCCAR data for cases handled by the three Sections of the Staff and Operations Branch. This effort resulted in an improved monthly report for January activities.

4. After five months of experience with the OSCCAR system, some problems have been identified which can be remedied by modification of the computer programs. OJCS assistance has been requested. It was agreed that the problems are not so serious that incorporation of Industrial and Certification Branch cases should be delayed. During February the work will proceed on cases which are controlled by the Industrial Approval Section.

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Chief, Security Records Division

Attachment:
cc: PPG

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Security Records Division

WORK MEASUREMENT STATISTICS - FY 75

ACTIVITY	BASE UNITS	Cumulative Through January 1974		Cumulative Through January 1975		Unit Trend
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Processing.	Cases processed based on requests for a security clearance.	2513	11	2021	11	Down 492
Indices Activities.	Collective [REDACTED] searches, grouped, cards typed, filed and purged, security documents numbered.	28111	7	12294	7	Down 15817
Filing Activities.	Collective total of files requested, files pulled, folders filed, files recharged, security documents filed, PRU requests, scope searches. 25X1A	71896	12	66769	12	Down 5127
Computer Support Activities.	Collective total [REDACTED] searched, systems update transactions, CIB transactions, Miscellaneous Key punch Activity, 1050 Telecommunications transactions.	66276	12	66536	12	Up 260
Communication Activities.	Collective total of teletype, dispatch, Agency cable and non-Agency cable traffic, mail, notices and bulletins handled.	4950	4	4423	4	Down 527

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Security Records Division

WORK MEASUREMENT STATISTICS - FY 75

ACTIVITY	BASE UNITS	Cumulative Through January 1974		Cumulative Through January 1975		Unit Trend
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Analysis Activities.	Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	1331	5	834	5	Down 497
Information Processing Check Activities.	Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors.	1473	2	1155	2	Down 318
File Retirement Activities.	Collective total of files reviewed for retirement to microfiche.	1388	3	2560	3	Up 1172
Microfiche Activities.	Collective total of pages prepared and filmed.	7949	9	33897	6	Up 25948
Compartmented Information Recordkeeping.	Collective total of changes to master record, names searched and cable actions.	24176	9	36378	9	Up 12202
Outside Agency Name Check Activity.	Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	8240	4	5260	4	Down 2980

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7 February 1975

TRENDS AND HIGHLIGHTS
Special Security Center
January 1975

STATINTL 1. A representative of this office was dispatched to [REDACTED] where he spent the last five days of January giving support and security guidance to the [REDACTED] Support Group in both the compartmented information area and in the field of physical security. STATINTL

3. Facilities at the following locations were accredited for the storage and handling of various compartmented information materials:

- a. 544th ARTW Precision Photo Processing Facility
Offutt Air Force Base
- b. Foreign Technology Division
Wright Patterson Air Force Base
- c. Federal Building No. 5, U.S. Navy,
Suitland, Maryland

d. [REDACTED]

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e. [REDACTED]

- f. Defense Mapping Service,
New Federal Building, Louisville, KY

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- g. DoD Facility, Cafritz Building
Arlington, Va.
- h. Naval Intelligence Processing System
Support Command, Federal Office
Building No. 5, Suitland, Md.
- i. USS Albany, somewhere at sea, U.S. Navy
- j. Fleet Ocean Surveillance Info Facility
Building 533, U.S. Naval Station, Rota, Spain
- k. Engineer Topographic Laboratory
Building 2592, North Post, Ft. Belvoir, Va.

4. Eighty-three (83) CIA employees were briefed on 137 compartmented information matters. Seven members of the Commission on CIA Activities Within the U.S. received nine compartmented information briefings. Fifty-one (51) non-CIA personnel were also indoctrinated into 79 separate compartmented matters. These included officials from the following organizations:

STATINTL National Security Council
Executive Office of the President
Office of the Vice-President
Federal Energy Administration
[REDACTED]
The White House
The Commission on CIA Activities
Justice Department
Defense Intelligence Agency
U.S. Army
U.S. Navy
National Security Agency
Department of Commerce
National Oceanographic & Atmospheric
Administration
Council on International Economic Policy
Department of Interior

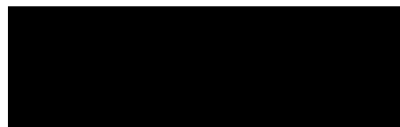
5. A letter to the President of the United States concerning recent leaks of intelligence through the News Media, was prepared here for the DCI's signature.

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6. A control system manual for a sensitive compartmented program was written by the SSC and approved by the DCI in early January.

7. In mid-January the Chief of the SSC was appointed by the DCI as the Agency Security Officer for the program mentioned in paragraph 6.

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Chief, Special Security Center

PSI

DIRECTORATE

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13 FEB 1975

MEMORANDUM FOR: Chief, Plans and Policy Group

SUBJECT : Office of Security Monthly Report

1. Forwarded herewith are the statistics for the Personnel Security and Investigations Directorate (PSI) for the month of January 1975.

a. Total Clearance Division receipts for January 1975 decreased by 289 cases as compared to December 1974 (1946-2235); field receipts also decreased by 197 cases (786-983). Total completions for January decreased by 213 cases as compared to December (1811-2024); field completions also decreased by 106 cases (710-816). Total pending cases for January were up 135 cases as compared to December (3117-2982); field pending cases were also slightly up (1765-1689).

b. Figures concerning covert receipt cases for January as compared to December showed a slight decrease (825-853). The pending SAA's for January reveal a slight increase (659-638). ISS and IST receipts for January decreased by 152 cases as compared to December (156-308); as did completions (198-235). Pending ISS and IST cases for January were down 42 cases as compared to December (567-609).

c. January receipts for reinvestigations showed a slight decrease from December (232-241). Reinvestigation completions for January increased only slightly as compared to December (161-157).

2. There were no significant trends noted during the reporting period.

3. Highlights for the reporting period included the following:

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c. [REDACTED] Branch MBO statistics for the month of January reflect 1.8 cases per man per day completed, .2 percent less than the projected figure of 2.0 cases per man per day, and a report production figure of 38 percent as compared to the MBO projected figure of 37.5 percent.

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d. [REDACTED] reported to the [REDACTED] Branch on permanent assignment and began polygraph training.

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e. Considerable effort was expended by the Division in the preparation of reports for the Inspector General in connection with the President's Blue Ribbon Panel's inquiries into the activities of the Agency.

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f. The [REDACTED] Field Office acted as a focal point for messages for the DDCI during a visit he made [REDACTED] 25X1A

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for [REDACTED]
Deputy Director of Security (PSI)

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Monthly Activities of the PSI Directorate
(January 1975)

Clearance Division Activity

Total Cases Received	1946
Total Field Cases Received	786
Total Cases Processed	1811
Total Field Cases Processed	710
Total Cases Pending	3117
Total Field Cases Pending	1765

Field Office Investigative Assignments

Total Received	1511
Total Completed	1420
Total Pending	2067

Security Support Division

Operational Support

Total Headquarters and Field Office Manhours	2470
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External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	839
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Research

Overt	186	(117-fav; 69-note)	
Covert	13		
Total			199

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(When Filled In)

OFFICE OF SECURITY

TIME FACTORS IN PROCESSING OVERT & SEMI-COVERT CASES

Month of JANUARY 19 75

1. PROCESSING TIME (For* <u>211</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of days):	DAYS In INVESTIGATION	Days in Research and Appraisal		TOTAL DAYS
		SRD	PSD	
		26.6	4.1	8.5

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	
b. 31 to 60 days	
c. 61 to 90 days	
d. 91 to 120 days	
e. 121 to 150 days	
f. over 150 days	

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	Total	

*This figure does not include _____ cases where clearances were granted without FURTHER, OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of _____ CASES.

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DIRECTORATE

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PHYSICAL SECURITY DIVISION

HIGHLIGHTS FOR JANUARY 1975

On 29 January 1975, the Office was advised that a classified document had been mislaid in the Information Services Group, Services Staff, DDO file room. The document was believed to have been inadvertently pushed into an unclassified trash container. A subsequent search of a Dempsey "dumpster" by a task force of Operations Directorate, Office of Logistics and Office of Security personnel retrieved the document within 35 minutes.

25X1A On 15 January 1975, representatives of the Office provided support to the DCI by escorting classified transcripts and providing physical [REDACTED] 25X1A [REDACTED] monitoring at a hearing of the Senate Appropriations Committee. On 21 January 1975, representatives of the Office provided similar support to the DCI for his appearance before the Senate Armed Services Committee.

25X1A The annual report of the Agency's fire loss experience for FY 1974 was submitted to the Federal Fire Council, Department of Commerce. There were four fires (two overseas, one domestic, and one in the Headquarters Building) resulting in damages of \$5,265.39. The Headquarters Building fire was the most serious with damages totaling \$4,600.00.

[REDACTED]

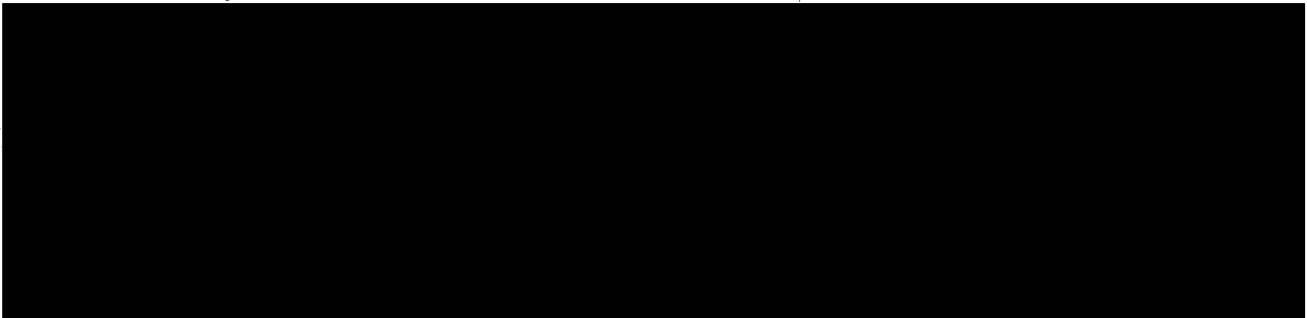
Eleven hundred women attended the Women's Safety Program which was presented by the Federal Protective Service on 30-31 January 1975 and sponsored by the Office of Security.

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The recent threat of hostile activities against the

plus the harassment of Station personnel

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delivers concern for the security and safety of Agency personnel and installations. Two security officers are currently in

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and another is scheduled to depart for on 16 February for the purpose of providing the requisite support relative to installation and residential security.

Obviously, as a result of the New York Times article alleging Agency illegal domestic activities, the demands upon the personnel of the Security Duty Office have been inordinately heavy. The large volume of telephone calls from the news media and cranks, plus the requirement to personally monitor the activity of U. S. and foreign news media camera crews, have been responsible for the increased workload.

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PHYSICAL SECURITY DIVISION

Office of Security

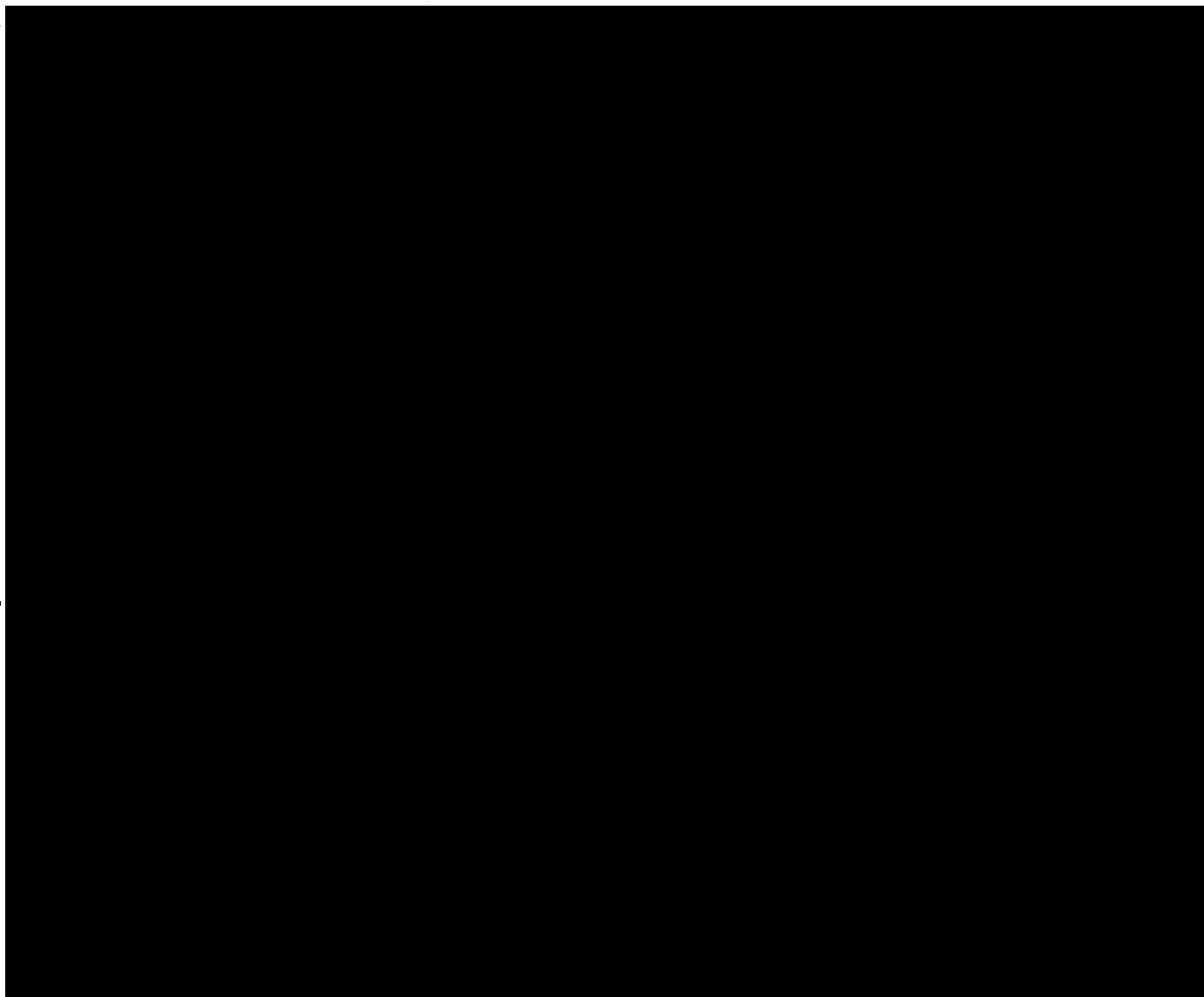
Monthly Report JANUARY 1975

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Monthly

Cumulative
Total FY-75

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2.

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PhySD Monthly Report for JANUARY 1975 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
SECURITY VIOLATION PROGRAM		
Headquarters Investigations Completed	<u>80</u>	<u>474</u>
Overseas Violations Correlated	<u>23</u>	<u>163</u>
SECURITY SUPPORT ASSIGNMENTS FOR SENIOR AGENCY OFFICIALS (Capitol Hill Appearances, Escorts, etc.)		
	<u>3</u>	<u>18</u>

3. HEADQUARTERS ACTIVITIES

Security Duty Office		
Incidents Involving Written Reports	<u>107</u>	<u>632</u>
25X1A Security Assistance Cases	<u>1,958</u>	<u>12,101</u>
Security Inspections of Agency Facilities	<u>131</u>	<u>1,526</u>



Security Services

25X1A Security Equipment Service Calls	<u>703</u>	<u>11,182</u>
Special Support Assignments	<u>18</u>	<u>273</u>
Escort Assignments	<u>762</u>	<u>4,589</u>
Armed Escort Assignments	<u>8</u>	<u>200</u>

4. SAFETY

Safety Surveys	<u>2</u>	<u>20</u>
Special Safety Inspections	<u>8</u>	<u>49</u>
Accident Investigations	<u>7</u>	<u>16</u>
Accident Reports Processed	<u>61</u>	<u>344</u>
Analytical and Statistical Reports Prepared	<u>1</u>	<u>10</u>

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PhySD Monthly Report for JANUARY 1975 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
4. SAFETY (continued)		
Training and Briefing Sessions	<u>0</u>	<u>54</u>
Safety Literature Distributed	<u>3,750</u>	<u>26,389</u>
Fire Alarm Tests Conducted	<u>0</u>	<u>5</u>
Support Actions	<u>36</u>	<u>171</u>
5. <u>PHYSICAL SECURITY DIVISION TRAVEL</u>		
Man-days on Overseas TDY	<u>0</u>	<u>187</u>
Man-days on Domestic TDY	<u>21</u>	<u>124</u>
Total Man-days on TDY	<u>21</u>	<u>311</u>
6. <u>PHYSICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man-days in Internal Training	<u>143.8</u>	<u>203.6</u>
Man-days in External Training	<u>5</u>	<u>34.1</u>

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TECHNICAL SECURITY DIVISION

HIGHLIGHTS FOR JANUARY 1975

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1. The hardware for the Automated Alarm Monitoring System was received from [REDACTED] and has been installed in the Headquarters Building. The computer was successfully tested and the software program was installed by the [REDACTED] engineer. The system is currently undergoing acceptance testing. All the initial functions and output data appear to be satisfactory.

2. Members of the Office have completed the revisions to the Type 3 overseas security alarm system and the required drawings for installation have been produced. The Type 3 alarm system is being modified to provide a more universal and systematic approach to planning an alarm system.

3. To satisfy the second milestone of DCI objective A57103 an extensive report was compiled on available electronic security devices for perimeter protection.

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4. A representative of the Office visited [REDACTED] for preliminary preparations to train the [REDACTED] in [REDACTED] techniques. Nine to twelve trainees from the Presidential Protective Service are expected to attend the one and a half day seminar.

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5. A two-week Physical Security Equipment Course was given for eleven security officers most of whom are slated for PCS or TDY assignment overseas.

6. Members of the Office completed a total update of the security alarm systems in South, Central and East buildings. A new 40 position monitor panel was installed as were 17 additional detector systems. All equipment was inspected and provided preventative maintenance.

7. A member of the Office presented an Audio Threat and Security Briefing to Attache Class 2-75 of the Defense Intelligence School in the auditorium of the Headquarters building.

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	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
<u>3. BRIEFINGS AND SERVICES</u>		
<u>Briefing Program</u>		
Briefings Conducted	<u>19</u>	<u>83</u>
Personnel Briefed	<u>365</u>	<u>1404</u>
<u>Training</u>		
Personnel Trained in Security Equipment	<u>11</u>	<u>139</u>
<u>Procurement</u>		
Material Requisitions Initiated	<u>50</u>	<u>198</u>
Dollar Value of Procurements Initiated	<u>\$110,946</u>	<u>\$591,890.68</u>
<u>4. ENGINEERING AND PLANNING</u>		
Liaison Meetings with Other Agencies	<u>3</u>	<u>16</u>
R&D Contracts Followed	<u>14</u>	<u>14</u>
Dollar Value of Contracts in R&D	<u>934K</u>	<u>1.114M</u>
Technical Security Division Contracts Monitored	<u>7</u>	<u>7</u>
Dollar Value of Technical Security Division Contracts	<u>897.45K</u>	<u>904K</u>
Visits with Contractors	<u>9</u>	<u>37</u>
<u>5. INTERAGENCY TRAINING CENTER</u>		
Weeks of Regularly Scheduled Training	<u>1</u>	<u>14</u>
Number of Students	<u>11</u>	<u>98</u>
Weeks of Special Training	<u>0</u>	<u>2</u>
Number of Students	<u>0</u>	<u>10</u>

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	<u>Monthly</u>	<u>Cumulative Total FY 75</u>
6. <u>TECHNICAL SECURITY DIVISION TRAVEL</u>		
Man Days on Overseas TDY	<u>0</u>	<u>918</u>
Man Days on Domestic TDY	<u>15</u>	<u>79</u>
Total Man Days on TDY	<u>15</u>	<u>997</u>
7. <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man Days in Internal Training	<u>55</u>	<u>174</u>
Man Days in External Training	<u>0</u>	<u>40</u>

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